

TERMS OF REFERENCE OF JURISAI's CAPACITY BUILDING COMMITTEE

Terms of reference of JURISAI's Capacity Building Committee

1. Introduction

In accordance with Article 10 of its statutes, JURISAI established the Capacity Building Commission as a permanent operational body during its constitutive General Assembly held in Paris on October 8, 2024.

Under the terms of the Organization's 2025–2028 strategic plan, the commission is expected to focus on enhancing the capabilities of member SAIs through training, peer reviews, and the development of assessment tools. Accordingly, it will operate in line with JURISAI's guidelines and the best practices of SAIs, particularly by adhering to the principles and standards that govern institutional, organizational, and professional capacity building.

2. Mandate of the commission

The capacity building Commission has the following core missions:

- to promote initial and continuous training by supporting SAIs with jurisdictional functions in the design and implementation of training, continuous education, and exchange programs and projects tailored to their specific needs.
- to foster strengthened partnerships and facilitate the sharing of experiences among member SAIs;
- To promote the development and use of guides and tools aimed at enhancing the professional competencies of its members in jurisdictional control;
- To support the development and dissemination of guides, assessment tools, and maturity models for jurisdictional control within member SAIs;
- To promote the establishment and implementation of standards as well as the dissemination of best practices;
- To encourage peer reviews.

3. Operating principles

Members of the capacity building Commission demonstrate full commitment to the work required to achieve the Commission's objectives within the framework of its action plans or tasks assigned by JURISAI.

Participation of members is based on voluntarism and the free acceptance of projects, programs, tasks, and activities entrusted to them by the Commission. Members report on their execution to facilitate coordination by the Commission's Chair and the JURISAI Secretariat.

Commission members are entitled to continuous access to information, including during Commission meetings, regarding ongoing projects, activities, and their level of implementation.

At the initiative of the Chair, the Commission meets at least once a year alongside the statutory meetings of JURISAI. Meetings may be held in person and, if necessary, in a hybrid or online format.

The Commission encourages decision-making by consensus. If needed, decisions are made by simple majority. In the event of a tie, the Chair holds the casting vote.

A representative from the Secretariat General participates in the Commission's meetings.

3.1 Subcommittees

If necessary, the Commission may establish subcommittees to focus on specific areas or tasks.

The subcommittees are responsible for addressing specific issues related to the missions of the CBC, notably:

- improving training and exchanges;
- strengthening partnerships and experience sharing;
- promoting the dissemination of tools and best practices.

4. Relations with the General Secretariat

The General Secretariat supports the achievement of the Commission's goals and objectives in accordance with JURISAI's statutes, strategic plan, and the operational plan of this Commission. To this end, it assists the Chair of the Commission in preparing meetings, coordinating and monitoring activities, as well as in reporting tasks (preparation of minutes, reports, annual reports, etc.).

5. Relations with other JURISAI commissions

To promote synergy within JURISAI, the Commission shall work in close collaboration with the General Secretariat and other commissions. Links will also be established with JURISAI's partners who can provide support in carrying out the planned activities.

6. Deliverables and quality control of outputs

During its mandate, the Commission shall produce a number of deliverables. These include, among others, the operational plan clearly outlining the Commission's strategic objectives and actions, annual work plans that define activities, deadlines, and the responsibilities of involved parties. It shall also produce annual activity reports, mid-term reports on the implementation status of targeted activities based on JURISAI's strategic plan and aligned with the Commission's specific objectives, as well as any other deliverables falling within its mandate.

The responsibility for the quality of the Commission's work rests with all its members. Quality control of deliverables is ensured by Commission members, within sub-committees where applicable or by a group of experts appointed by the Chair of the Commission.

All deliverables must be validated by the Commission members before being submitted to the JURISAI General Secretariat.

7. Provision of resources

The Commission benefits from resources provided by the General Secretariat.

Member SAIs of the Commission shall cover the expenses related to their participation in meetings. This includes airfare, visa fees, insurance costs, accommodation, and meals (except for lunches on meeting days, which will be covered by the host SAI).

Regarding expenses related to the implementation of certain activities, the Chair of the Commission may seek funding from JURISAI's partners. However, the allocation of such funds must comply with the rules set forth in the Organization's Financial Regulation.

8. Approval and review

These Terms of Reference were approved by the GB at its meeting held on 11 September 2025 in Brasília.

They will be reviewed every three years or as required institutionally.